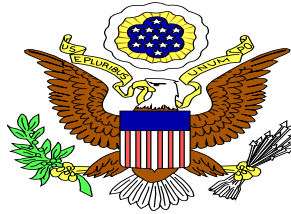


**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**



JOB ANNOUNCEMENT

Announcement Number:	2018-13
Position Title:	Term Law Clerk
Location:	Beaumont, Texas
Starting Salary Range:	JSP 11/1 to 14/1 (\$61,218 - \$103,106) depending upon qualifications
Opening Date:	June 25, 2018
Closing Date:	July 9, 2018

Position Overview

The United States District Court for the Eastern District of Texas is accepting applications for a **Term Law Clerk** position to the Honorable Ron Clark, Senior U.S. District Judge. The start date for this position is August 2019 and it is a one year term. This position will involve monthly travel to court in Lufkin and trips to other divisions, such as those in Tyler, Texarkana, Sherman, and Plano. The court has a varied civil docket of federal question and diversity cases including civil rights, employment, products liability, and commercial cases, in addition to a full criminal docket. Intellectual property cases will not be part of the docket. The duty station is in the Beaumont office, but consideration will be given to a candidate who has a sound basis to be located in Lufkin.

Qualifications

The successful candidate will be, at the time the clerkship begins, a graduate from a law school on the approved list of either the American Bar Association or the Association of American Law Schools. The ability to analyze and research issues quickly, and then to write a draft order clearly, using correct English grammar and proper spelling, is essential. A law clerk must be able to communicate clearly with the judge, with court staff, and with lawyers about complex,

and sometimes emotional, issues under conditions that may be stressful due to time constraints and/or the importance of an issue to a litigant. The successful candidate must comply with the ethical obligations imposed on law clerks to federal judges including the requirement to maintain the confidentiality of matters before the court. To qualify for the JSP Grade 14, a candidate must have three years of full-time legal work experience, with two of those years being federal experience as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk or death penalty law clerk, plus bar membership.

Additional Preferences

Preference may be given to a candidate with one or more of the following qualifications: graduation in the top 20% of the candidate's law school class; prior experience on the editorial board of a law review or journal; prior judicial clerkship or internship; graduation with an LLM degree; practice of law for one or more years after graduation from law school; successful completion of a Bar exam and possession of a license to practice law; and experience demonstrating case management skills and the ability to work independently in a production oriented, high-volume work environment.

Personal Characteristics

The successful candidate: should possess good judgment and attention to detail; should demonstrate initiative; should possess a strong work ethic; should maintain a professional appearance and demeanor while at any court house or attending court sponsored meetings or Bar functions; should be able to work quickly and harmoniously with others in a team-based environment; and must be able to communicate effectively, both orally and in writing. This position requires excellent attendance, punctuality, and flexibility with work hours.

Benefits and Hiring Policies

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program and paid holidays. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

Application Process

Please send the following via email with the reference number (2018-13-Term Law Clerk-Beaumont) in the subject line to: hr@txed.uscourts.gov

- Cover letter;
- AO78 Application for Judicial Branch Federal Employment (located on the court's website at www.txed.uscourts.gov);
- Resume;
- Original writing sample, unedited by anyone else, at least eight (8) pages in length;
- Grade sheet from law school and undergraduate school, and any graduate education grade sheet; and
- Three professional references

Please print or type all information. If your application does not provide all information requested, or if your application packet is not complete or late, you may lose consideration for this position.

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

We will only make contact with those qualified applicants who will be invited for an interview.

The United States District Court Is an Equal Opportunity Employer.